

PERSONNEL POLICIES

TOWN OF CLIFTON

Effective Nov 14, 2000

Amended August 19, 2003 (*Dress Code*)

Amended October 21, 2003 (*Sick and Vacation pay*)

Amended Nov 15, 2005 (*Hours to Work*)

Amended May 16, 2012 (*Appointments, Employment, Hours, Overtime, Grievance, Procedure, Resignation, Holidays, Vacations, Sick Leave, Promotion, Employee Services, Safety*)

Amended May 21, 2014 (*Employment, Hours, Overtime, Attendance, Resignation, Vacation, Sick Leave, Promotion, Employee Services, Safety*)

Amended October 21, 2015 (*Overtime and Sick Leave*)

Amended May 17, 2017

Amended June 20, 2018 (*Sick/Person Time changes*)

Amended/Reviewed: 10-06-2020 *Hours the Town Office is Open*

1) PREAMBLE

A. The Town of Clifton hereby adopts the following Personnel Policy and rules for utilization by the Board of Selectman or their appointed Personnel Director, in the administration of the personnel activities of employees of the Town of Clifton. These rules and subsequent modifications shall supersede any policy and rules made previously made by the Board of Selectman. Throughout this document, it is understood that should the Board of Selectman not have an individual appointed to act as the Personnel Manager then the duties of that position shall remain the duties of the Board of Selectman.

B. The general purpose of this personnel policy to establish a system of personnel administration that meets the social, economic and program needs of the citizens of the Town of Clifton. This document shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary, administration, self-funded retirement plans, fringe benefits, discipline and other related activities necessary to maintain an effective and responsive work force.

C. The Town of Clifton Board of Selectman may delete, amend, modify or change any or all of the provisions contained in the Policy without prior notice. The provisions set forth are not contractual, but rather, are for the general guidance of the Town of Clifton in its relationship with its employees.

D. It shall be the policy of the Town of Clifton to be an equal opportunity employer and all appointments and promotions shall be made in an absence of any form of discrimination, except as a bona fide occupational qualification. A copy of this personnel policy shall be available to all employees of the Town of Clifton.

2) TYPES OF APPOINTMENT

The following types of appointments may be made to the Town's service in conformity with the rules established:

A. "Permanent full-time employee" means an employee who is scheduled to work thirty-six (36) or more hours per week on a continuing basis (indefinite). He/She is subject to all the personnel rules and regulations and receives all rights as provided by these rules.

B. "Permanent part-time employee" is an employee who works less than the 36 hour work week on a continuing basis (indefinite). He/She is subject to all personnel rules and regulations. This class of employee is not entitled to holiday pay, accrual of sick leave and vacation time, or seniority benefits.

C.) Employees working less than an average of 20 hours per week on a non-permanent basis shall not be entitled to holiday pay, accrual of sick leave and vacation time, or seniority, and may be terminated for any reason at any time.

D. "Volunteer employees" serve on various boards and committees of the town or on the fire department or rescue squad. They are not entitled to holiday pay, accrual of sick leave and vacation time, or seniority.

3) ADMINISTRATION

A. The Board of Selectmen shall be the administrator of the personnel policy and rules. The selectmen may appoint a person to be the Personnel Director to administer the personnel policies and rules of the Town of Clifton.

B. It shall be the duty of the Board of Selectmen or their appointee to:

1) Encourage and exercise leadership on the development and maintenance of sound personnel practices among the departments of the Town of Clifton.

2) Foster and develop programs for the improvement of employee effectiveness including training, safety, health, counseling, proper courtesy when dealing with the public, and respect for municipal property.

3) Establish and maintain records of all employees in public service, in which there is set forth as to each employee the class, title, pay, or status, sick leave, vacation time, and other relevant data.

4) Apply and carry out this policy and to preform any act that may be necessary or desirable to carry out the purpose and provisions of this policy, and to use "common sense" and good judgment in conjunction with these guidelines and in situations not covered by these guidelines.

4) EMPLOYMENT

A. The employment of all appointed personnel shall be the responsibility of the Selectmen. Persons employed by the Town of Clifton serve under the direction of the Selectmen.

B. All applicants are expected to submit a written application for employment and submit to employment tests as may be required to better evaluate the applicant. The Selectmen may waive these requirements.

C. Former employees who left in good standing shall be considered as new applicants having forfeited all seniority rights and level of pay and benefits by their termination. The Board of Selectmen may reinstate any of these rights and benefits to the employee should they determine it is in the best interest of the Town to do so.

D. All employees are considered probationary for the first six (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause and without right to file a grievance.

E. The Select Board presents the Town Budget for referendum each March, which includes compensation for employees. The pay plans to be determined by the raised budget and the Select board and changes in compensation will begin the first pay period after town Meeting.

F. All full and part time employees shall be evaluated at least once annually in writing on a standardized form. The evaluation shall become part of the employee's personnel file. The Select Board evaluates each employee and discusses the results of each evaluation with the employee. The employee shall sign the completed form certifying the evaluation and review occurred. Employees will have the opportunity to provide a written response to be attached to the evaluation and placed in their personnel file.

G. The Select Board desires that the employee be paid on a basis that is commensurate with salaries and wages for comparable work in town and the surrounding area and other similar occupations in order that it will help retain and attract well qualified employees.

5) HOURS OF WORK

A. The Board of Selectmen shall endeavor to establish schedules of working hours similar to those stipulated by general law of the business and industry for related positions. Office hours and staffing shall be set to best serve the residents of Clifton.

B. All employees must be in the office and ready to work no later than 15 minutes before office hours.

C. Work Week: The regular work week for payroll purposes begins on Sunday and ends on Saturday. Paychecks issued the following Wednesday.

D) The Town Office will be open Tuesday, Thursday, & Friday 8:30am to 4:00pm. Wednesday's 10:00am to 6:00pm.

6) OVERTIME

A. When circumstances warrant, overtime work may be required. All efforts should be taken to avoid overtime. It will be the duty of the Select board to adjust weekly work schedule to compensate for any anticipated overtime within that work week. Any overtime is required to be approved by the Chairman of the Select Board or another Select Board member as designated. All employees when required to work more than the established work week of 40 hours will receive overtime pay at the rate of one and one half times the employee's normal rate of pay.

B) When directed by the Board of Selectmen, attendance by the office staff at various board meetings including Board of Selectmen meetings may be required and will be compensated for the length of the meeting from call to order to adjournment.

C. Hours worked include holidays for the purpose of calculating overtime. Sick time, compensatory time personal time, and bereavement time will not be included for the purpose of calculating overtime.

7) ATTENDANCE

A. Employees shall be at their respective places of work in accordance with the general or departmental regulations pertaining to the hours of work. All departments, divisions, or sections thereof shall post the hours of work for their groups in a conspicuous place. The Administrative Assistant shall keep attendance records and furnish the Selectmen such periodical reports at monthly Select Board meetings.

8) GRIEVANCE PROCEDURE

A. Any employee who deems himself or herself aggrieved will have recourse to a strictly impartial hearing providing the procedure is followed in the following manner:

STEP 1: Present the grievance orally to the Board of Selectmen. In the event the grievance is not resolved at this level within 30 days, the employee will refer to Step 2.

STEP 2: The unresolved complaint will be given to the Board of Selectmen in writing and the employee will request a hearing. This will include the Selectmen, the aggrieved employee and other persons as the Selectmen may require to properly resolve the matter.

B. Grievance Procedures against Employee: Any complaint against an employee:

Any complaint against an employee will not be considered unless it is presented in writing to the Board of Selectmen. Complaints against employees shall be held as confidential. The Selectmen will review the complaint in Executive Session, in accordance with the State Statutes, to determine if the complaint has merit and warrants

Grievance Procedures against employee continued

an investigation and further action. For those complaints requiring further action, the Board of Selectmen will schedule a hearing with the interested parties in attendance. Three or more meritorious complaints by the residents of Clifton shall clearly be grounds for dismissal of the employee. The Board of Selectmen may deem any meritorious complaint involving the wellbeing of the Town so grievous as to be grounds for dismissal.

9) RESIGNATION

A. all employees resigning from the services of the Town shall give a written 14 day notice, not to include vacation days or compensations time earned, to the Board of Selectmen, at a scheduled meeting of the Board of Selectmen. The Board of Selectmen shall provide a minimum of 14 days written notice of termination to the employee. The Board of Selectmen may remove the employee immediately, if the Board deems it appropriate, but will compensate the terminated employee for the 14 days and all earned vacation days, compensation time or other monetary benefits. Employees who offer and work out a 30 day resignation notice shall receive a bonus of two days' pay in addition to the additional vacation day which the 30 days employment would generate. The 30 day notice employee would receive payment for all vacation days, compensation time and other monetary benefits.

10) LEAVE OF ABSENCE

A. Medical or Family Leave as specified by the State or Federal Law

B. Reserve Service Leave

Permanent employees who are members of the organized military reserve and who are required to perform field duty, will be granted reserve service leave in addition to vacation time, but not to exceed two (2) weeks in any calendar year. For any such period of reserve service leave, if required by law, the Town will pay the employee the difference between service pay and the employees' regular compensation, the total of which will equal the regular pay of the employee.

C. Emergency leave

A permanent employee may request or be granted paid leave from work for up to three (3) working days because of death, serious injury, or serious illness in his or her

immediate family, as defined below. Immediate family is defined to mean Spouse, parents, children, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandchildren, step-father, step-mother, or other relatives living in the same household of the employee.

Emergency Leave continued

Up to one (1) unpaid workday may be granted to a permanent employee for attendance at funerals of persons not covered under the above definition. At the discretion of the Selectmen, this day may be granted as a vacation day.

D. Jury Duty

If required by law, the Town shall pay an employee called for jury duty the difference between his/her regular pay and his/her juror's pay upon presentation of an official statement of jury pay received. An employee excused from jury duty must report back to work if more than two hours remains in his/her normal workday.

11) HOLIDAYS

All permanent, full-time employees who have worked at least thirty (30) days shall be entitled to paid holidays. Holidays pay to be equal to regular hours worked. To receive holiday pay the employee

Holidays are as follows:

- A New Year's Day
- B Martin Luther King Jr Birthday
- C Presidents Day
- D Patriots Day
- E Memorial Day
- F Independence Day
- G Labor Day
- H Columbus Day
- I Veterans Day
- J Thanksgiving Day
- K Day after Thanksgiving
- L Christmas Day

In order to prevent the loss of a holiday that falls on a weekend, the following policy shall apply:

When an authorized holiday falls on a Saturday, all employees shall be entitled to have the Friday before said holiday as a paid holiday. When an authorized holiday falls on a

Sunday, all employees shall be entitled to have the Monday after the holiday as a paid holiday.

12) VACATIONS

A. Vacation privileges are available to all full-time employees. Vacation days are provided to refresh and rejuvenate employees and to allow employees the ability to deal

Vacations continued

with personal matters without suffering losses in income. Employees are expected to use their vacation days each year. Employees may not accumulate more than fifteen (15) days without prior agreement with the Selectmen. Each qualified employee shall earn vacation with pay on the following basis:

- (1) one year 5 days
- (2) two years 10 days
- (5) five years 15 days
- (10) ten years 20 days

B. Vacations will be scheduled at such times as shall be mutually agreeable to the employees and their supervisors. Due consideration will be given to an employee's seniority in regard to scheduling vacations. Written request of vacation must be submitted to the Select Board at least ten (10) days in advance.

C. Employees must take the vacation due them within that year after the vacation time is earned. Employees will not be permitted to carry over vacation time from one year to the next. Vacation time not taken in that year shall be lost. Exception to this may be permitted for special reasons with prior approval of the Board of Selectmen.

D. Vacation leave shall accrue from the date of hire as a full-time employee; however, employees shall not receive vacation leave until they have completed their first year of employment by the Town as a full-time employee.

E. Employees may receive their vacation pay prior to the start of their vacation, but must advise the Town Treasurer in writing, at least ten (10) days in advance.

F. Vacation hours earned shall only be taken as days off. No vacation hours may be "cashed" out in lieu of taking vacation days earned.

13) SICK /PERSON TIME

Personal time/sick time for full-time employees shall accrue at the rate of 6 work days per full calendar year of service to a maximum of 12 working days; hours can be added from meetings that are set by the Select Board members.

Personal Time/Sick Time not used will not be rolled over into the next year, it will be lost.

Sick/Personal time continued

A. Sick leave may be used only for the following cases:

1) Personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position, unless the employee is capable of other work in his/her division and assigned to such work. If the employee is absent for more than (3) days he/she may be required by the Select Board, to bring in a certificate from his/her physician.

2) Absence for a fraction of the day that is chargeable to sick leave in accordance with this section shall be charged proportionately in the amount not smaller than a fourth (1/4) of the day.

3) Any absence is to be called in to the Chairman of the Select Board or other designated Select Board member.

B. Personal Time:

1) Personal Time can be used for : The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

14) **PROMOTION**

The Selectmen desire that the Town employees be given maximum opportunity for advancement in the service. Present employees shall be given first consideration in filling a vacancy, but it is recognized that, from time to time, the good of the service will require that a vacancy be filled from outside the service. Such a decision shall be made only after careful review of the qualifications of all Town employees who apply for the position.

15) **EMPLOYEE SERVICES**

A. **Workers Compensation:**

Employees are eligible for benefits under the Worker's compensation Act for personal injury or compensable illnesses arising out of and in the course of employment.

B. Health Insurance

For all full-time employees the Town will provide health insurance coverage. The Board of Selectmen shall review and select the health insurance plan to be provided to employee's. The employee can get additional coverage at their own expense.

16) **SAFETY**

All eligible employees of the town shall be covered by the provisions of the Worker's Compensation Act during the performance of their duties. All work related accidents to personnel, no matter how minor, must be reported immediately to the Select Board chairman and a written report will be made on forms for that purpose.

Any employee who suffers an injury will be sent to a doctor for examination, at the Town's expense. Time lost because of accidents incurred while on duty will not be deducted for any reason when computing length of service.

Once a person is out of work, under the Worker's compensation law, for one (1) consecutive year, the employer may elect to terminate the employee and relieve the Town of any further employment liabilities except as may be obligated under Maine's Worker's compensation laws.

17) **POLITICAL ACTIVITIES**

While working for the Town, employees shall refrain from seeking or accepting nomination or election to any office in the town government and from using their influence publicly in any way for or against any candidate for elective office in town government. They shall not circulate petitions or campaign literature for Town Officials on Election Day, or be in any way concerned with soliciting or receiving subscriptions, contributions, or political service from any person for any political purpose pertaining to the government of the Town. This rule is not to be construed so as to prevent Town employees from becoming or continuing to be, members of any political organization meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

18) **DRESS CODE POLICY FOR TOWN EMPLOYEES**

PURPOSE: Being a government agency, the public judges the competence and professionalism of the Town Office, in many ways. One measure is the personal appearance of those who work for the community. It is essential that employee's attire present itself in a professional manner. The following guidelines are intended to ensure the safety of the employee when the standards are met.

STATEMENT POLICY

Each employee will present a suitable, professional appearance at work every day.

"Dress Down Days" are not permitted without the Selectmen's approval.

No "short" shorts, short crop tops, t-shirts, "low cut" tops, denim blue jeans, or skirts that can be considered "mini" are allowed.

Formal dress shorts and Bermuda shorts will be deemed acceptable on a limited basis during the summer season.

Clothes and shoes must be kept in good repair to present a professional image. At any time an employee leaves his/her work station, proper footwear must be worn.

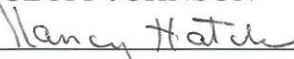
PROCEDURE

The effectiveness of this policy shall depend largely on the understanding and wiliness of the employees to abide by its provisions. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy.

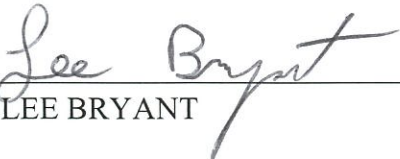
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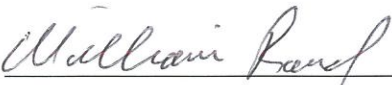
GEOFF JOHNSON



NANCY HATCH



LEE BRYANT



BILL RAND

GERALD FOLSTER